United Nations

# Report of the Preparatory Committee for the International Conference on Financing for Development

General Assembly
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Fifty-sixth Session
Supplement No. 28 (A/56/28)

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*Note*

Symbols of United Nations documents are composed of capital letters combined with figures. Mention of such a symbol indicates a reference to a United Nations document.

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# Chapter I
# Introduction

**Opening and duration of the session**

1. The resumed third session of the Preparatory Committee for the International Conference on Financing for Development was held in New York from 15 to 19 October 2001, in accordance with paragraph 3 of General Assembly resolution 55/245 of 21 March 2001. The Committee held 7 meetings (1st to 7th), as well as a number of informal meetings.

# Chapter II
# Organizational matters

## A. Agenda and organization of work

2. The agenda for the resumed third session of the Committee was as follows:

1. Adoption of the agenda and other organizational matters.
2. Review of the inputs to the substantive preparatory process and the International Conference on Financing for Development.
3. Preparation of the outcome of the Conference.
4. Draft provisional agenda for the fourth session of the Committee.
5. Adoption of the report of the Committee on its third session.

3. At its 1st meeting, on 15 October, the Committee adopted the organization of work for the session (A/AC.257/L.7).

4. At the 2nd meeting, on 15 October, the Under-Secretary-General for Economic and Social Affairs of the United Nations Secretariat addressed the Committee.

5. At the 3rd meeting, on 16 October, the United Nations High Commissioner for Human Rights addressed the Committee.

6. At the same meeting, a statement was made by the Assistant Secretary-General, Special Adviser to the Secretary-General on Gender Issues and Advancement of Women.

7. At the 5th meeting, on 17 October, the President of the International Fund for Agricultural Development, also on behalf of the Food and Agriculture Organization of the United Nations and the World Food Programme, addressed the Committee.

8. At the 6th meeting, on 18 October, the Secretary-General of the United Nations Conference on Trade and Development addressed the Committee.

## B. Attendance

9. Representatives of the following States attended the session: Algeria, Andorra, Angola, Antigua and Barbuda, Argentina, Armenia, Australia, Austria, Azerbaijan, Bahamas, Bangladesh, Barbados, Belarus, Belgium, Belize, Bhutan, Bolivia,

Botswana, Brazil, Brunei Darussalam, Bulgaria, Burkina Faso, Burundi, Cambodia, Canada, Cape Verde, Central African Republic, Chile, China, Colombia, Congo, Costa Rica, Croatia, Cuba, Cyprus, Czech Republic, Democratic People's Republic of Korea, Denmark, Djibouti, Dominican Republic, Ecuador, Egypt, El Salvador, Eritrea, Estonia, Ethiopia, Fiji, Finland, France, Gabon, Gambia, Georgia, Germany, Ghana, Greece, Guatemala, Guyana, Haiti, Holy See, Hungary, Iceland, India, Indonesia, Iran (Islamic Republic of), Iraq, Ireland, Israel, Italy, Jamaica, Japan, Jordan, Kenya, Lao People's Democratic Republic, Latvia, Libyan Arab Jamahiriya, Liechtenstein, Lithuania, Luxembourg, Malawi, Malaysia, Mali, Malta, Mauritius, Mexico, Monaco, Mongolia, Morocco, Mozambique, Myanmar, Namibia, Nauru, Nepal, Netherlands, New Zealand, Nicaragua, Niger, Nigeria, Norway, Oman Pakistan, Panama, Paraguay, Peru, Philippines, Poland, Portugal, Qatar, Republic of Korea, Republic of Moldova, Romania, Russian Federation, Saint Kitts and Nevis, Saint Lucia, Saudi Arabia, Senegal, Seychelles, Sierra Leone, Singapore, Slovakia, Slovenia, Solomon Islands, South Africa, Spain, Sri Lanka, Sudan, Suriname, Sweden, Switzerland, Syrian Arab Republic, Thailand, the former Yugoslav Republic of Macedonia, Togo, Trinidad and Tobago, Tunisia, Turkey, Tuvalu, Uganda, Ukraine, United Kingdom of Great Britain and Northern Ireland, United Republic of Tanzania, United States of America, Uruguay, Venezuela, Viet Nam, Yugoslavia, Zambia and Zimbabwe.

10. The following United Nations offices and bodies were represented: United Nations Conference on Trade and Development, United Nations Development Programme, United Population Fund and World Food Programme.

11. The following specialized agencies and other organizations of the United Nations system were represented: International Labour Organization, Food and Agriculture Organization of the United Nations, United Nations Educational, Scientific and Cultural Organization, World Health Organization, International Fund for Agricultural Development, United Nations Industrial Organization, World Bank, International Monetary Fund and World Trade Organization.

12. The following intergovernmental organizations were represented: International Federation of Red Cross and Red Crescent Societies, Asian Development Bank, Caribbean Community, Common Fund for Commodities, Commonwealth Secretariat, European Community, International Organization of la Francophonie, Organisation for Economic Cooperation and Development and Organization of the Islamic Conference.

13. The following non-governmental organizations in consultative status with the Economic and Social Council were represented:

*General consultative status*

Association de volontaires pour le service international; Caritas Internationalis — International Confederation of Catholic Charities; Commission of the Churches on International Affairs of the World Council of Churches; Franciscans International; Interaction — American Council for Voluntary International Action; International Chamber of Commerce; International Confederation of Free Trade Unions; International Council on Social Welfare; World Federation of United Nations Associations.

*Special consultative status*

8th Day Center for Justice; ActionAid; African Services Committee; Anglican Consultative Council; Center for Woman's Global Leadership; Christian Aid; Commonwealth Human Ecology Council; Congregation of Our Lady of Charity of the Good Shepherd; Development Alternatives with Women for a New Era; Elizabeth Seton Federation; Friends World Committee for Consultation; Fundación Intervida; Global Policy Forum; Grail; Information Habitat: Where Information Lives; International Cooperation for Development and Solidarity; International Fellowship of Reconciliation; International Real Estate Federation; Lutheran World Federation; Mani Tese '76; Maryknoll Fathers and Brothers; National Association of Cuban Economists; New Humanity; Norwegian People's Aid; Radin Institute for Family Health Education and Promotion; Red de Educación Popular Entre Mujeres; Rural Reconstruction Nepal; School Sisters of Notre Dame; Sisters of Mercy of the Americas; United Methodist Church General Board of Global Ministries; United Towns Agency for North-South Cooperation; World Association of Former United Nations Interns and Fellows; World Federalist Movement; World Federation of Methodist and Uniting Church Women.

*Roster*

Center of Concern; Center for Development of International Law; Friedrich Ebert Foundation; Friends of the Earth; Groupe de recherche et d'action pour le bien-être social; Loretto Community; Instituto Brasileiro de Analises Sociais e Economicas; United Church of Christ Board for World Ministries; Women's Environment and Development Organization (WEDO).

14. The following non-governmental organizations accredited to the financing for development process were represented: Alternativas de Capacitación y Desarrollo Comunitario; African Forum and Network on Debt and Development; Agricultural Mission; Bangladesh Association for Development of Trade and Finance; CIEMEX-WEFA; Congregation of the Mission; Consumer Unity and Trust Society; Heinrich Böll Foundation; Infrastructure Leasing and Financial Services Limited; Institute of Canadian Bankers; Instituto de Estudos Socioeconomicos; Japan Network on Debt and Poverty; Money Matters Institute; Monte Cristo Investments; Samuels Association; Soros Fund Management; State of the World Forum; United Nations Association of Dominican Republic; Women's International Coalition for Economic Justice.

## C. Accreditation of intergovernmental organizations

15. At its 1st meeting, on 15 October, the Committee decided to accredit to the substantive preparatory process and the International Conference on Financing for Development the following two intergovernmental organizations, as recommended by its Bureau (see A/AC.257/29, para. 6): Asian Development Bank and Common Fund for Commodities (see chap. VII, sect. B, decision 3/1).

## D. Accreditation of non-governmental organizations

16. At its 1st meeting, on 15 October, the Committee decided to accredit to the substantive preparatory process and the International Conference on Financing for

Development the 20 additional non-governmental organizations recommended by its Bureau in document A/AC.257/10/Add.4 (see chap. VII, sect. B, decision 3/2).

## E. Accreditation of business entities/organizations

17. At its 1st meeting, on 15 October, the Committee decided to accredit to the substantive preparatory process and the International Conference on Financing for Development the eight business entities/organizations recommended by its Bureau in document A/AC.257/30 (see chap. VII, sect. B, decision 3/3).

## F. Format of the Conference and provisional rules of procedure

18. At the 1st meeting, on 15 October, the Vice-President of the Preparatory Committee, Jana Simonova (Czech Republic), introduced the proposal of the Bureau of the Committee on the format of the Conference and the draft provisional rules of procedure, as contained in the fourth report of the Bureau (see A/AC.257/29, paras. 10-21; and A/AC.257/29/Add.1 and Add.1/Corr.1).

19. At the same meeting, statements were made by the representatives of the Islamic Republic of Iran (on behalf of the States members of the Group of 77 and China), the Republic of Korea, Belgium (on behalf of the States members of the European Union), Mexico, the Syrian Arab Republic and Haiti.

## G. Update of activities planned or undertaken in the respective areas pursuant to General Assembly resolution 55/245 B

20. At the 1st meeting, on 15 October, the Executive Coordinator of the financing for development coordinating secretariat made an introductory statement.

21. At the same meeting, a statement was made by the Director of the Public Affairs Division, Department of Public Information of the United Nations Secretariat.

22. Also at the same meeting, statements were made by the Co-Chairman, Shamshad Ahmad (Pakistan), as well as by the representatives of Saint Lucia, the Islamic Republic of Iran (on behalf of the Group of 77 and China) and Nepal.

23. At the same meeting, a statement was made by the representative of the Carter Center, a non-governmental organization.

24. At the 2nd meeting, on 15 October, statements were made by the representatives of the following non-governmental organizations: International Chamber of Commerce, and Alternativas de Capacitación y Desarrollo Comunitario on behalf of the Mexico Non-Governmental Organizations Forum Organizing Committee.

## H. Election of officers

25. At its 1st meeting, on 15 October, the Committee elected Shamshad Ahmad (Pakistan), who had been serving as Vice-Chairman of the Committee, as Co-Chairman of the Committee.

26. At the same meeting, the Committee elected Chuchai Kasemsarn (Thailand), Srjgan Kerim (the former Yugoslav Republic of Macedonia) and Marco Balarezo (Peru) to serve as Vice-Chairmen of the Committee.

## I. Documentation

27. The list of documents before the Committee at its resumed third session is contained in the annex to the present report.

## J. Action taken by the Committee

28. At its 7th meeting, on 18 October, the Committee decided to approve the format of the Conference as contained in document A/AC.257/29, paras. 10-21, as orally corrected, and to recommend it for adoption by the General Assembly (see chap. VII, sect. A, draft decision I) .

29. At the same meeting, the Committee decided to approve the draft provisional rules of procedure for the Conference as contained in document A/AC.257/29/Add.1 and Add.1/Corr.1, as orally corrected, and to recommend them for adoption by the General Assembly (see chap. VII, sect. A, draft decision II).

# Chapter III

# Review of the inputs to the substantive preparatory process and the International Conference on Financing for Development

30. The Committee considered agenda item 2 at its 2nd meeting, on 15 October. It had before it the following documents:

(a) Letter dated 25 June 2001 from the Secretary-General to the President of the General Assembly, transmitting the report of the High-level Panel on Financing for Development (A/55/1000);

(b) Note by the Secretariat drawing the attention of the members of the Committee to document A/55/1000;

(c) Technical notes transmitted by the Secretary-General (A/AC.257/27 and Add.1-4 and Add.10).

31. At the 2nd meeting, on 15 October, an introductory statement was made by the Executive Coordinator of the financing for development coordinating secretariat.

# Chapter IV

## Preparation of the outcome of the International Conference on Financing for Development

32. The Preparatory Committee considered agenda item 3 at its 2nd, 3rd and 7th meetings, on 15, 16 and 19 October.

33. At the 2nd meeting, on 15 October, the Facilitator, Mauricio Escanero (Mexico), introduced the draft outcome paper contained in document A/AC.257/25.

34. At the same meeting, the Co-Chairman, Shamshad Ahmad (Pakistan), made a statement.

35. Also at the same meeting, statements were made by the representatives of the Islamic Republic of Iran (on behalf of the States members of the Group of 77 and China), Belgium (on behalf of the States members of the European Union, the Central and Eastern European States associated with the European Union (Bulgaria, the Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Romania and Slovenia), other associated States (Cyprus, Malta and Turkey) and Iceland (in its capacity as a member of the European Free Trade Association and of the European Economic Area), Chile (on behalf of the States members of the Rio Group), Nauru (on behalf of the small island developing States represented at the United Nations that are members of the Pacific Islands Forum), Japan, the Russian Federation, Norway, the Republic of Korea and Switzerland.

36. At the 3rd meeting, on 16 October, statements were made by the representatives of the United States of America, Samoa (on behalf of the members of the Alliance of Small Island States), Australia, Canada, the Lao People's Democratic Republic (on behalf of the members of the Group of Landlocked Developing Countries), Zambia, Bangladesh (on behalf of the least developed countries), the Dominican Republic, Algeria, Belarus, Peru, Cuba, New Zealand, Nepal, Brazil, Burundi and the Islamic Republic of Iran (on behalf of the States members of the Group of 77 and China).

37. At the same meeting, a statement was made by the Associate Administrator of the United Nations Development Programme.

38. Also at the same meeting, a statement was made by the representative of the Organisation for Economic Cooperation and Development.

39. At the 4th meeting, on 16 October, a statement was made by the representative of the Sudan.

40. At the same meeting, a statement was made by the representative of the World Association of Cities and Local Authorities, a non-governmental organization.

41. At the 7th meeting, on 19 October, the Co-Chairman, Mr. Shamshad Ahmad (Pakistan), read out the following draft decision:

> "The Preparatory Committee for the International Conference on Financing for Development decided that the Facilitator would present the draft outcome document by end-November 2001, for consideration by the Committee at its fourth session, in January 2002".

42. At the same meeting, the Committee adopted the draft decision (see chap. VII, sect. B, decision 3/5).

43. Before the adoption of the draft decision, a statement was made by the representative of the Sudan.

44. After the adoption of the draft decision, a statement was made by the Facilitator.

# Chapter V
## Draft provisional agenda for the fourth session of the Committee

45. At its 7th meeting, on 19 October, the Committee had before it the draft provisional agenda for its fourth session (A/AC.257/L.9).

46. At the same meeting, the Committee decided to adopt the draft agenda (see chap. VII, sect. B, decision 3/4).

# Chapter VI
## Adoption of the report of the Committee on its resumed third session

47. At the 7th meeting, on 19 October, the Vice-Chairman, serving also as Rapporteur, introduced the draft report of the Committee on its resumed third session (A/AC.257/L.8), which he corrected orally.

48. The Committee then adopted the draft report and entrusted the Rapporteur, in close cooperation with the other members of the Bureau and the Secretariat, to finalize the draft report, incorporating the proceedings of the day.

# Chapter VII
## Recommendations of the Committee

### A. Draft decisions for adoption by the General Assembly

49. The Preparatory Committee for the International Conference on Financing for Development recommends to the General Assembly the adoption of the following draft decisions:

**"Draft decision I**
**"Format of the International Conference on Financing for Development**

"The General Assembly decides that the format of the International Conference on Financing for Development will be as follows:

**"Format of the Conference**

"1. The Conference will be divided into three segments: a high-level official segment, a ministerial segment and a summit segment. The Conference will be

composed of seven plenary meetings and 12 interactive round tables. There will be five plenary meetings at the summit segment, one plenary meeting at the ministerial segment and one plenary meeting at the high-level official segment. The broad structure of each segment of the Conference will be as follows:

(a) The high-level official segment will consist of a plenary meeting on the morning of Monday, 18 March 2002. The Deputy Ministers of Finance, Trade and Foreign Affairs of the host country will jointly assume Co-Presidency of the high-level official segment, which will elect the General Committee of the Conference; consider the report by the Co-Chairs of its Preparatory Committee; adopt the "Monterrey Consensus" draft(s) for ministerial consideration; receive reports from other relevant processes; and hear statements by regional commissions and regional development banks;

(b) The ministerial segment will commence on the afternoon of Monday, 18 March, and take up the whole of Tuesday, 19 March and Wednesday, 20 March 2002. The Ministers of Finance, Trade and Foreign Affairs of the host country will assume Co-Presidency of the ministerial segment. The plenary meeting on Monday afternoon will adopt the Monterrey Consensus draft(s) for summit consideration; hear statements on behalf of intergovernmental economic, financial, monetary and trade bodies; hear statements by United Nations bodies; and receive the report(s) from the financing for development business forum(s) and civil society forum(s) (for further information on these forums, see paras. 22 and 23 below). On Tuesday and Wednesday, there will be eight multi-stakeholder round tables: each morning and afternoon, two simultaneous multi-stakeholder round tables will be convened;

(c) The summit segment will commence on the morning of Thursday, 21 March and take up the remainder of the Conference, until the close of business on Friday, 22 March 2002. On Thursday morning, there will be a plenary meeting that will begin with the assumption of the Presidency of the Conference by the Head of State of the host country. The President of the General Assembly, the Secretary-General and the heads of the World Bank, the International Monetary Fund and the World Trade Organization will be invited to make introductory statements. Statements by heads of delegations will start on Thursday morning and continue at plenary meetings on Thursday afternoon, Thursday evening, Friday morning and Friday afternoon. The list of speakers will be established by drawing of lots, in accordance with the customary protocol that ensures that Heads of State or Government speak first, followed by Ministers and other heads of delegation. On Friday morning and afternoon, there will also be two simultaneous multi-stakeholder round tables in each meeting. These will run concurrently with the plenary;

(d) After the completion of the statements by heads of delegations and round tables on the afternoon of Friday, 22 March, there will be a closing meeting at which the final document(s) will be adopted, followed by closing remarks by the Head of State of the host country and the Secretary-General of the United Nations.

"2. The theme of the summit round tables on Friday, 22 March will be 'International Conference for Financing for Development: looking ahead'. The

themes of the ministerial round-table meetings will be subject to further consultations and will be decided by the Committee at its fourth session, in January 2002.

"3. Each round table will comprise a maximum of 70 seats, with the participation of government delegations and those referred to in paragraphs below (48), and representatives of the United Nations and major and other institutional stakeholders (8), accredited civil society entities (7) and accredited business sector entities (7).

"4. Each regional group will determine which of its members will participate in each round table, ensuring that equitable geographical distribution is maintained and allowing for the principle of precedence to be applied in the composition of the summit round tables. Each government delegation will participate in one round table on each of the three round-table days. For each round table, the maximum number of participants from each regional group will be as follows:

(a) African States: 14 Member States;

(b) Asian States: 14 Member States;

(c) Eastern European States: six Member States;

(d) Latin American and Caribbean States: nine Member States;

(e) Western European and other States: eight Member States.

"5. Member States that are not members of any of the regional groups may participate in round tables. The Holy See and Switzerland, in their capacity as observer States, and Palestine, in its capacity as observer, may also participate in round tables.

"6. The Secretary-General and the heads of major institutional stakeholders and other relevant institutional stakeholders are invited, in consultations with Co-Chairpersons of the Bureau, to designate their representatives to the round tables at appropriate senior level by 20 February 2002, allowing for some flexibility.

"7. Organizers of the civil society forum(s) are invited, in consultation with the Co-Chairpersons of the Bureau and the financing for development coordinating secretariat, to make a selection among accredited civil society participants and to communicate the names of their representatives to round tables at appropriate senior level by 20 February 2002, allowing for some flexibility.

"8. Organizers of the business sector forum(s) are invited, in consultation with the Co-Chairpersons of the Bureau and the financing for development coordinating secretariat, to make a selection among accredited business sector participants and to communicate the names of their representatives to round tables at appropriate senior level by 20 February 2002, allowing for some flexibility.

"9. The four round tables at the summit level will be co-chaired by two Co-Chairpersons each, with five Co-Chairpersons representing each regional group; the heads of the three major institutional stakeholders, the World Bank,

IMF and the World Trade Organization, will be invited as Co-Chairs. The eight ministerial round tables will be co-chaired by 10 ministers, representing equally each regional group; the six heads of other institutional stakeholders — the United Nations Conference on Trade and Development, the United Nations Development Programme, the African Development Bank, the Asian Development Bank, the European Bank for Reconstruction and Development, and the Inter-American Development Bank — will be invited as Co-Chairs.

"10. Each participant at a round table may be accompanied by two advisers.

"11. Accredited delegates and observers will be able to follow the proceedings of the round tables via closed-circuit television in the overflow room.

"12. Summaries of deliberations of the round tables will be presented in written form by the Chairpersons of the round tables at the end of the Conference.

**"Draft decision II**
**"Provisional rules of procedure for the International Conference on Financing for Development**

The General Assembly recommends for adoption by the International Conference on Financing for Development the provisional rules of procedure contained in the annex to the present decision.

**"Annex**
**"Provisional rules of procedure for the International Conference on Financing for Development**

**"I. Representation and credentials**

**"Rule 1**
**"Composition of delegations**

The delegation of each State participating in the Conference and that of the European Community shall consist of a head of delegation and such other representatives, alternate representatives and advisers as may be required.

**"Rule 2**
**"Alternates and advisers**

The head of delegation may designate an alternate representative or an adviser to act as a representative.

**"Rule 3**
**"Submission of credentials**

The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Secretary-General of the United Nations, if possible not less than one week before the date fixed for the opening of the Conference. The credentials shall be issued either by the Head of State or Government or by the Minister for Foreign Affairs or, in the case of the European Community, by the President of the European Commission.

**"Rule 4**
**"Credentials Committee**

A Credentials Committee of nine members shall be appointed at the beginning of the Conference. Its composition shall be based on that of the Credentials Committee of the General Assembly of the United Nations at its fifty-sixth session. It shall examine the credentials of representatives and report to the Conference without delay.

**"Rule 5**
**"Provisional participation in the Conference**

Pending a decision of the Conference upon their credentials, representatives shall be entitled to participate provisionally in the Conference.

**"II. Officers**

**"Rule 6**
**"Elections**

The Conference shall elect from among the representatives of participating States the following officers: a President, 23 Vice-Presidents and an ex officio Vice-President from the host country and a Rapporteur-General, as well as a Chairman for the Main Committee established in accordance with rule 46. These officials shall be elected on the basis of ensuring the representative character of the General Committee. The Conference may also elect such other officers as it deems necessary for the performance of its functions.

**"Rule 7**
**"General powers of the President**

1. In addition to exercising the powers conferred upon him elsewhere by these rules, the President shall preside at the plenary meetings of the Conference, declare the opening and closing of each meeting, direct the discussions, ensure the observance of these rules, accord the right to speak, put questions to the vote and announce decisions. The President shall rule on points of order and, subject to these rules, shall have complete control of the proceedings and over the maintenance of order thereat. The President may propose to the Conference the closure of the list of speakers, a limitation on the time to be allowed to speakers and on the number of times each representative may speak on a question, the adjournment or closure of the debate and the suspension or the adjournment of a meeting.

2. The President, in the exercise of his/her functions, remains under the authority of the Conference.

**"Rule 8**
**"Acting President**

1. If the President is absent from a meeting or any part thereof, he/she shall designate one of the Vice-Presidents to take his/her place.

2. A Vice-President acting as President shall have the same powers and duties as the President.

**"Rule 9**
**"Replacement of the President**

If the President is unable to perform his/her functions, a new President shall be elected.

**"Rule 10**
**"Voting rights of the President**

The President, or a Vice-President acting as President, shall not vote in the Conference, but may appoint another member of his/her delegation to vote in his/her place.

**"III. General Committee**

**"Rule 11**
**"Composition**

The President, the Vice-Presidents, the Rapporteur-General and the Chairman of the Main Committee shall constitute the General Committee. The President, or in his/her absence one of the Vice-Presidents designated by him/her, shall serve as Chairman of the General Committee. The Chairman of the Credentials Committee and other committees established by the Conference in accordance with rule 48 may participate, without the right to vote, in the General Committee.

**"Rule 12**
**"Substitute members**

If the President or a Vice-President of the Conference is to be absent during a meeting of the General Committee, he/she may designate a member of his/her delegation to sit and vote in the Committee. In case of absence, the Chairman of the Main Committee shall designate the Vice-Chairman of that Committee as his/her substitute. When serving on the General Committee, a Vice-Chairman of the Main Committee shall not have the right to vote if he/she is of the same delegation as another member of the General Committee.

**"Rule 13**
**"Functions**

The General Committee shall assist the President in the general conduct of the business of the Conference and, subject to the decisions of the Conference, shall ensure the coordination of its work.

**"IV. Secretariat of the Conference**

**"Rule 14**
**"Duties of the Secretary-General of the United Nations**

1. The Secretary-General of the United Nations or his/her designated representative shall act in that capacity in all meetings of the Conference and its subsidiary organs.

2. The Secretary-General of the United Nations may designate a member of the secretariat to act in his/her place at these meetings.

3. The Secretary-General of the United Nations shall direct the staff required by the Conference.

**"Rule 15**
**"Duties of the secretariat**

The secretariat of the Conference shall, in accordance with these rules:

(a) Interpret speeches made at meetings;

(b) Receive, translate, reproduce and circulate the documents of the Conference;

(c) Publish and circulate the official documents of the Conference;

(d) Prepare and circulate records of public meetings;

(e) Make and arrange for the keeping of sound recordings;

(f) Arrange for the custody and preservation of the documents of the Conference in the archives of the United Nations;

(g) Generally perform all other work that the Conference may require.

**"Rule 16**
**"Statements by the secretariat**

The Secretary-General of the United Nations, or any member of the secretariat designated for that purpose, may, at any time, make either oral or written statements concerning any question under consideration.

**"V. Opening of the Conference**

**"Rule 17**
**"Temporary President**

The Secretary-General of the United Nations or, in his absence, any member of the secretariat designated by him for that purpose, shall open the first meeting of the Conference and preside until the Conference has elected its President.

**"Rule 18**
**"Decisions concerning organization**

The Conference shall at its first meeting:

(a) Adopt its rules of procedure;

(b) Elect its officers and constitute its subsidiary organs;

(c) Adopt its agenda, the draft of which shall, until such adoption, be the provisional agenda of the Conference;

(d) Decide on the organization of its work.

**"VI. Conduct of business**

**"Rule 19**
**"Quorum**

The President may declare a meeting open and permit the debate to proceed when at least one third of the representatives of the States participating in the Conference are present. The presence of representatives of a majority of the States so participating shall be required for any decision to be taken.

**"Rule 20**
**"Speeches**

1. No representative may address the Conference without having previously obtained the permission of the President. Subject to rules 21, 22 and 25 to 27, the President shall call upon speakers in the order in which they signify their desire to speak. The secretariat shall be in charge of drawing up a list of speakers.

2. Debate shall be confined to the question before the Conference and the President may call a speaker to order if his/her remarks are not relevant to the subject under discussion.

3. The Conference may limit the time allowed to each speaker and the number of times each participant may speak on any question. Permission to speak on a motion to set such limits shall be accorded to only two representatives in favour of and two opposing such limits, after which the motion shall be immediately put to the vote. In any event, with the consent of the Conference, the President shall limit each intervention on procedural matters to five minutes. When the debate is limited and a speaker exceeds the allotted time, the President shall call him/her to order without delay.

**"Rule 21**
**"Points of order**

During the discussion of any matter, a representative may at any time raise a point of order, which shall be immediately decided by the President in accordance with these rules. A representative may appeal against the ruling of the President. The appeal shall be immediately put to the vote, and the President's ruling shall stand unless overruled by a majority of the representatives present and voting. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

**"Rule 22**
**"Precedence**

The Chairman or Rapporteur of the Main Committee, or the representative of a subcommittee or working group, may be accorded precedence for the purpose of explaining the conclusions arrived at by the body concerned.

**"Rule 23**
**"Closing of the list of speakers**

During the course of a debate, the President may announce the list of speakers and, with the consent of the Conference, declare the list closed.

**"Rule 24**
**"Right of reply**

1. Notwithstanding rule 23, the President shall accord the right of reply to a representative of any State participating in the Conference or of the European Community who requests it. Any other representative may be granted the opportunity to make a reply.

2. The statements made under this rule shall normally be made at the end of the last meeting of the day, or at the conclusion of the consideration of the relevant item if that is sooner.

3. The representatives of a State or of the European Community may make no more than two statements under this rule at a given meeting on any item. The first shall be limited to five minutes and the second to three minutes; representatives shall in any event attempt to be as brief as possible.

**"Rule 25**
**"Adjournment of debate**

A representative of any State participating in the Conference may at any time move the adjournment of the debate on the question under discussion. In addition to the proposer of the motion, permission to speak on the motion shall be accorded to only two representatives in favour and two opposing the adjournment, after which the motion shall, subject to rule 28, be immediately put to the vote.

**"Rule 26**
**"Closure of debate**

A representative of any State participating in the Conference may at any time move the closure of the debate on the question under discussion, whether or not any other representative has signified his/her wish to speak. Permission to speak on the motion shall be accorded to only two representatives opposing the closure, after which the motion shall, subject to rule 28, be immediately put to the vote.

**"Rule 27**
**"Suspension or adjournment of the meeting**

Subject to rule 38, a representative of any State participating in the Conference may at any time move the suspension or the adjournment of the meeting. No discussion on such motions shall be permitted and they shall, subject to rule 28, be immediately put to the vote.

**"Rule 28**
**"Order of motions**

The motions indicated below shall have precedence in the following order over all proposals or other motions before the meeting:

(a) To suspend the meeting;

(b) To adjourn the meeting;

(c) To adjourn the debate on the question under discussion;

(d) To close the debate on the question under discussion.

**"Rule 29**
**"Submission of proposals and substantive amendments**

Proposals and substantive amendments shall normally be submitted in writing to the Secretary-General or his designated representative, who shall circulate copies to all delegations. Unless the Conference decides otherwise, substantive proposals shall be discussed or put to a decision no earlier than 24 hours after copies have been circulated in all languages of the Conference to all delegations. The President may, however, permit the discussion and consideration of amendments, even though these amendments have not been circulated or have been circulated only the same day.

**"Rule 30**
**"Withdrawal of proposals and motions**

A proposal or a motion may be withdrawn by its sponsor at any time before a decision on it has been taken, provided that it has not been amended. A proposal or a motion thus withdrawn may be reintroduced by any representative.

**"Rule 31**
**"Decisions on competence**

Subject to rule 28, any motion calling for a decision on the competence of the Conference to adopt a proposal submitted to it shall be put to the vote before a decision is taken on the proposal in question.

**"Rule 32**
**"Reconsideration of proposals**

When a proposal has been adopted or rejected, it may not be reconsidered unless the Conference, by a two-thirds majority of the representatives present and voting, so decides. Permission to speak on a motion to reconsider shall be accorded to only two speakers opposing reconsideration, after which the motion shall be immediately put to the vote.

**"VII. Decision-making**

**"Rule 33**
**"General agreement**

The Conference shall make its best endeavours to ensure that the work of the Conference is accomplished by general agreement.

**"Rule 34**
**"Voting rights**

Each State participating in the Conference shall have one vote.

**"Rule 35**
**"Majority required**

1. Subject to rule 33, decisions of the Conference shall be taken by a two-thirds majority of the representatives present and voting.

2. Except as otherwise provided in these rules, decisions of the Conference on all matters of procedure shall be taken by a majority of the representatives present and voting.

3. If the question arises whether a matter is one of procedure or of substance, the President of the Conference shall rule on the question. An appeal against this ruling shall be put to the vote immediately, and the President's ruling shall stand unless overruled by a majority of the representatives present and voting.

4. If a vote is equally divided, the proposal or motion shall be regarded as rejected.

**"Rule 36**
**"Meaning of the phrase 'representatives present and voting'**

For the purpose of these rules, the phrase 'representatives present and voting' means representatives casting an affirmative or negative vote. Representatives who abstain from voting shall be regarded as not voting.

**"Rule 37**
**"Method of voting**

1. Except as provided in rule 44, the Conference shall normally vote by show of hands, except that a representative may request a roll-call, which shall then be taken in the English alphabetical order of the names of the States participating in the Conference, beginning with the delegation whose name is drawn by lot by the President. The name of each State shall be called in all roll-calls, and its representative shall reply 'yes', 'no' or 'abstention'.

2. When the Conference votes by mechanical means, a non-recorded vote shall replace a vote by show of hands and a recorded vote shall replace a roll-call. A representative may request a recorded vote, which shall, unless a representative requests otherwise, be taken without calling out the names of the States participating in the Conference.

3. The vote of each State participating in a roll-call or a recorded vote shall be inserted in any record of or report on the meeting.

**"Rule 38**
**"Conduct during voting**

After the President has announced the commencement of voting, no representative shall interrupt the voting, except on a point of order in connection with the process of voting.

**"Rule 39**
**"Explanation of vote**

Representatives may make brief statements consisting solely of explanations of vote, before the voting has commenced or after the voting has been completed. The President may limit the time to be allowed for such explanations. The representative of a State sponsoring a proposal or motion shall not speak in explanation of vote thereon, unless it has been amended.

**"Rule 40**
**"Division of proposals**

A representative may move that parts of a proposal be decided on separately. If a representative objects, the motion for division shall be voted upon. Permission to speak on the motion shall be accorded to only two representatives in favour of and two opposing the division. If the motion is carried, those parts of the proposal that are subsequently approved shall be put to the Conference for decision as a whole. If all operative parts of the proposal have been rejected, the proposal shall be considered to have been rejected as a whole.

**"Rule 41**
**"Amendments**

A proposal is considered an amendment to another proposal if it merely adds to, deletes from or revises part of that proposal. Unless specified otherwise, the word 'proposal' in these rules shall be regarded as including amendments.

**"Rule 42**
**"Order of voting on amendments**

When an amendment is moved to a proposal, the amendment shall be voted on first. When two or more amendments are moved to a proposal, the Conference shall vote first on the amendment furthest removed in substance from the original proposal and then on the amendment next furthest removed therefrom and so on until all the amendments have been put to the vote. Where, however, the adoption of one amendment necessarily implies the rejection of another amendment, the latter shall not be put to the vote. If one or more amendments are adopted, the amended proposal shall then be voted upon.

**"Rule 43**
**"Order of voting on proposals**

1. If two or more proposals, other than amendments, relate to the same question, they shall, unless the Conference decides otherwise, be voted on in the order in which they were submitted. The Conference may, after each vote on a proposal, decide whether to vote on the next proposal.

2. Revised proposals shall be voted on in the order in which the original proposals were submitted, unless the revision substantially departs from the original proposal. In that case, the original proposal shall be regarded as withdrawn and the revised proposal shall be treated as a new proposal.

3. A motion requiring that no decision be taken on a proposal shall be put to the vote before a decision is taken on the proposal in question.

**"Elections**
**"Rule 44**

All elections shall be held by secret ballot unless, in the absence of any objection, the Conference decides to proceed without taking a ballot when there is an agreed candidate or slate.

**"Rule 45**

1. When one or more elective places are to be filled at one time under the same conditions, those candidates, in a number not exceeding the number of such places, obtaining in the first ballot a majority of the votes cast and the largest number of votes, shall be elected.

2. If the number of candidates obtaining such majority is less than the number of places to be filled, additional ballots shall be held to fill the remaining places, the voting being restricted to the candidates obtaining the largest number of votes in the previous ballot, in a number not exceeding twice the number of places remaining to be filled.

**"VIII. Subsidiary bodies**

**"Rule 46**
**"Main Committee**

The Conference may establish a Main Committee as required, which may set up subcommittees or working groups.

**"Rule 47**
**"Representation on the Main Committee**

Each State participating in the Conference and the European Community may be represented by one representative on the Main Committee established by the Conference. It may assign to the Committee such alternate representatives and advisers as may be required.

**"Other committees and working groups**

**"Rule 48**

1. In addition to the Main Committee referred to above, the Conference may establish such committees and working groups as it deems necessary for the performance of its functions.

2. Each committee may set up subcommittees and working groups.

**"Rule 49**

1. The members of the committees and working groups of the Conference, referred to in rule 48, paragraph 1, shall be appointed by the President, subject to the approval of the Conference, unless the Conference decides otherwise.

2. Members of the subcommittees and working groups of committees shall be appointed by the Chairman of the committee in question, subject to the approval of that committee, unless the committee decides otherwise.

**"Rule 50**
**"Officers**

Except as otherwise provided in rule 6, each committee, subcommittee and working group shall elect its own officers.

**"Rule 51**
**"Quorum**

1. The Chairman of the Main Committee may declare a meeting open and permit the debate to proceed when representatives of at least one quarter of the States participating in the Conference are present. The presence of representatives of a majority of the States so participating shall be required for any decision to be taken.

2. A majority of the representatives of the General or Credentials Committee or of any committee, subcommittee or working group shall constitute a quorum, provided that they are representatives of participating States.

**"Rule 52**
**"Officers, conduct of business and voting**

The rules contained in sections II, VI (except rule 19) and VII above shall be applicable, mutatis mutandis, to the proceedings of committees, subcommittees and working groups, except that:

(a) The Chairmen of the General and Credentials Committees and the Chairmen of the committees, subcommittees and working groups may exercise the right to vote, provided that they are representatives of participating States;

(b) Decisions of committees, subcommittees and working groups shall be taken by a majority of the representatives present and voting, except that the reconsideration of a proposal or an amendment shall require the majority established by rule 32.

**"IX. Languages and records**

**"Rule 53**
**"Languages of the Conference**

Arabic, Chinese, English, French, Russian and Spanish shall be the languages of the Conference.

**"Rule 54**
**"Interpretation**

1. Speeches made in a language of the Conference shall be interpreted into the other such languages.

2. A representative may speak in a language other than a language of the Conference if the delegation concerned provides for interpretation into one such language.

**"Rule 55**
**"Languages of official documents**

Official documents of the Conference shall be made available in the languages of the Conference.

**"Rule 56**
**"Sound recordings of meetings**

Sound recordings of meetings of the Conference and of the Main Committee shall be made and kept in accordance with the practice of the United Nations. Unless otherwise decided by the Conference or the Main Committee, no such recordings shall be made of the meetings of any working group thereof.

**"X. Public and private meetings**

**"General principles**

**"Rule 57**

The plenary meetings of the Conference and the meetings of any committee shall be held in public unless the body concerned decides otherwise. All decisions taken by the Plenary of the Conference at a private meeting shall be announced at an early public meeting of the Plenary.

**"Rule 58**

As a general rule, meetings of the General Committee, subcommittees or working groups shall be held in private.

**"Rule 59**
**"Communiqués on private meetings**

At the close of a private meeting, the presiding officer of the organ concerned may issue a communiqué through the Secretary-General or his designated representative.

**"XI. Other participants and observers**

**"Rule 60**
**"Representatives of entities, intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the capacity of observer in the sessions and work of all international conferences convened under its auspices**

Representatives designated by entities, intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the sessions and work of all international conferences convened under its auspices have the right to participate as observers, without the right to vote, in the deliberations of the Conference, the Main Committee and, as appropriate, any other committee or working group.

**"Rule 61**
**"Representatives of the specialized agencies[a]**

Representatives designated by the specialized agencies may participate, without the right to vote, in the deliberations of the Conference, the Main Committee and, as appropriate, any other committee or working group on questions within the scope of their activities.

**"Rule 62**
**"Representatives of other intergovernmental organizations**

Save where otherwise specifically provided with respect to the European Community in these rules of procedure, representatives designated by other intergovernmental organizations invited to the Conference may participate as observers, without the right to vote, in the deliberations of the Conference, the Main Committee and, as appropriate, any other committee or working group on questions within the scope of their activities.

**"Rule 63**
**"Representatives of interested United Nations organs**

Representatives designated by interested organs of the United Nations may participate as observers, without the right to vote, in the deliberations of the Conference, the Main Committee and, as appropriate, any other committee or working group on questions within the scope of their activities.

**"Rule 64**
**"Representatives of non-governmental organizations**

Non-governmental organizations accredited to participate in the Conference may designate representatives to sit as observers at public meetings of the Conference and the Main Committee.

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[a] For the purpose of these rules, the term "specialized agencies" includes the International Atomic Energy Agency, the World Trade Organization, the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization and the Organization for the Prohibition of Chemical Weapons.

**"Rule 65**
**"Representatives of business sector entities**

Business sector entities accredited to participate in the Conference may designate representatives to sit as observers at public meetings of the Conference and the Main Committee.

**"Rule 66**
**"Associate members of regional commissions**

Representatives designated by associate members of regional commissions[b] may participate as observers, without the right to vote, in the deliberations of the Conference, the Main Committee and, as appropriate, any other committee or working group.

**"Rule 67**
**"Written statements**

Written statements submitted by the designated representatives referred to in rules 60 to 66 shall be distributed by the secretariat to all delegations in the quantities and in the language in which the statements are made available to it at the site of the Conference, provided that a statement submitted on behalf of a non-governmental organization or business sector entity is related to the work of the Conference and is on a subject in which the organization has a special competence.

**"XII. Suspension and amendment of the rules of procedure**

**"Rule 68**
**"Method of suspension**

Any of these rules may be suspended by the Conference provided that 24 hours' notice of the proposal for the suspension has been given, which may be waived if no representative objects. Any such suspension shall be limited to a specific and stated purpose and to a period required to achieve that purpose.

**"Rule 69**
**"Method of amendment**

These rules of procedure may be amended by a decision of the Conference taken by a two-thirds majority of the representatives present and voting, after the General Committee has reported on the proposed amendment."

[b] American Samoa, Anguilla, Aruba, British Virgin Islands, Commonwealth of the Northern Mariana Islands, Cook Islands, French Polynesia, Guam, Montserrat, Netherlands Antilles, New Caledonia, Niue, Puerto Rico and United States Virgin Islands.

## B. Decisions adopted by the Committee brought to the attention of the General Assembly

50. The following decisions adopted by the Committee are brought to the attention of the General Assembly:

**Decision 3/1**
**Accreditation of intergovernmental organizations to the International Conference on Financing for Development**

At its 1st meeting, on 15 October 2001, the Preparatory Committee for the International Conference on Financing for Development decided to accredit the following intergovernmental organizations to the substantive preparatory process and the Conference:

Asian Development Bank
Common Fund for Commodities

**Decision 3/2**
**Accreditation of additional non-governmental organizations to the International Conference on Financing for Development**

At its 1st meeting, on 15 October 2001, the Preparatory Committee for the International Conference on Financing for Development decided to accredit the following additional non-governmental organizations not in consultative status with the Economic and Social Council to the substantive preparatory process and the Conference:

Asociación Lola Mora
Coordinadora Indigena Campesina de Agroforesteria Comunitaria
Coordination SUD
Consumer Unity and Trust Society
Environment 2000 Foundation
Foundation for Democracy, Governance and Endowment
Hydra Project International
International Development Conference
La Liga Policy Institute
Medicus Mundi
Nautilus Institute
Network Institute for Global Democratization
North-South Institute
Organization of Pakistani Women in Development
Rural Area Development Fund
Shelter Rights Initiative
Social Alert
State of the World Forum
United Nations Association Dominican Republic
VIVAT International

**Decision 3/3**
**Accreditation of business entities/organizations to the International Conference on Financing for Development**

At its 1st meeting, on 15 October 2001, the Preparatory Committee for the International Conference on Financing for Development decided to accredit the following business entities/organizations to the substantive preparatory process and the Conference:

Bangladesh Association for Development of Trade and Finance
CIEMEX-WEFA
Infrastructure Leasing and Financial Services
Institute of Canadian Bankers
Money Matters Institute
Monte Cristo Investments
Samuels Associates
Soros Fund Management

**Decision 3/4**
**Provisional agenda for the fourth session of the Preparatory Committee for the International Conference on Financing for Development**

At its 7th meeting, on 19 October, the Preparatory Committee for the International Conference on Financing for Development decided to adopt the following provisional agenda for its fourth session:

**Provisional agenda for the fourth session of the Committee**

1. Adoption of the agenda and other organizational matters.
2. Review of the inputs to the substantive preparatory process and the International Conference on Financing for Development.
3. Preparation of the outcome of the Conference.
4. Provisional agenda and other arrangements for the Conference.
5. Adoption of the report of the Committee on its fourth session.

**Decision 3/5**
**Preparation of the draft outcome document of the International Conference on Financing for Development**

At its 7th meeting, on 19 October 2001, the Preparatory Committee for the International Conference on Financing for Development decided that the Facilitator would present the draft outcome document of the Conference by end-November 2001, for consideration by the Committee at is fourth session, in January 2002.

# Annex

## List of documents before the Committee at its resumed third session

| *Document symbol* | *Agenda item* | *Title or description* |
|---|---|---|
| A/55/1000 | 2 | Letter dated 25 June 2001 from the Secretary-General to the President of the General Assembly, transmitting the report of the High-level Panel on Financing for Development |
| A/AC.257/10/Add.4 | 1 | Note by the Secretariat transmitting an additional list of non-governmental organizations recommended by the Bureau of the Committee for accreditation in the substantive preparatory process and the Conference |
| A/AC.257/25 | 3 | Draft outcome prepared by the Facilitator |
| A/AC.257/26 | 1 | Note by the Secretary-General containing an update on activities planned or undertaken in the respective areas pursuant to General Assembly resolution 55/245 B |
| A/AC.257/27 | 2 | Note by the Secretary-General on technical notes |
| A/AC.257/27/Add.1 | 2 | Addendum: technical note No. 1: existing proposals for enhanced international cooperation on tax matters |
| A/AC.257/27/Add.2 | 2 | Addendum: technical note No. 2: existing proposals for international cooperation to combat corruption, including repatriation of illegally transferred funds to the countries of origin |
| A/AC.257/27/Add.3 | 2 | Addendum: technical note No. 3: existing proposals for innovative sources of finance |
| A/AC.257/27/Add.4 | 2 | Addendum: technical note No. 4: existing proposals to promote increased and more effective participation of developing countries in the trade and financial decision-making processes |
| A/AC.257/27/Add.5 | 2 | Addendum: technical note No. 5: existing proposals for improved or new processes for coordinated debt restructuring (prevention and treatment of debt problems) in order to sustain growth and support economic and social development |
| A/AC.257/27/Add.6 | 2 | Addendum: technical note No. 6: existing proposals to increase market access to exports of developing countries |
| A/AC.257/27/Add.7 | 2 | Addendum: technical note No. 7: existing proposals on bilateral and multilateral investment agreements and practices towards codes of conduct on transnational corporations and Governments with respect to foreign direct investment |
| A/AC.257/27/Add.8 | 2 | Addendum: technical note No. 8: existing proposals on financial crisis prevention, including operation of early warning systems and transparent and predictable international financial markets |

| *Document symbol* | *Agenda item* | *Title or description* |
|---|---|---|
| A/AC.257/27/Add.9 | 2 | Addendum: technical note No. 9: existing proposals to ensure availability of sufficient international liquidity in order, inter alia, to avoid unnecessary recessive adjustment processes |
| A/AC.257/27/Add.10 | 2 | Addendum: technical note No. 10: existing proposals on strategies for expanding access to microcredit and for assisting current microcredit beneficiaries in gaining access to the formal domestic banking sector |
| A/AC.257/28 | 2 | Note by the Secretariat, drawing the attention of the Committee to document A/55/1000 |
| A/AC.257/29 | 1 | Fourth report of the Bureau of the Committee on preparations for the Conference |
| A/AC.257/29/Add.1 and Add.1/Corr.1 | 1 | Addendum: draft provisional rules of procedure of the Conference |
| A/AC.257/30 | 1 | Note by the Secretariat transmitting a list of business entities recommended by the Bureau of the Committee for accreditation in the substantive preparatory process and the Conference |
| A/AC.257/L.7 | 1 | Proposed organization of work for the resumed third session of the Committee |
| A/AC.257/L.8 | 5 | Draft report of the Committee on its resumed third session |
| A/AC.257/L.9 | 4 | Draft provisional agenda for the fourth session of the Committee |

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